

# FASTDATA SJON PRIMER for BUMED

## 1. STANDARD JONs (SJONs)

- a. The Standard JONs were built using one of 7 methodologies outlined in SJON Business Rules tab of the FY01\_Direct\_CAD. Each SJON is comprised of the UIC (5), FY(2<sup>nd</sup> digit) and Serial Number (5 digits using methodology type 1 -7). The first four digits of the JON are referred to as the SJON Base. The SJON Base is combined with a 5<sup>th</sup> digit, which specifies the “cost-type”, to complete the full JON serial. A few examples are provided below:

| <u>SJON Base + Cost Type = JON Serial</u> |   | <u>Description</u>             |
|---|---|--------------------------------|
| 1810                                      | A | 1810A Civ - AV Mgmt & Support  |
| BHAA                                      | 1 | BHAA1 Gen'l Exp - Primary Care |
| BBAA                                      | Y | BBAA1FN - General Surgery      |

- b. Claimancy 18 DHP Funded Activities will use these SJONs for FY 01. Any requested changes must be sent to [sjon@us.med.navy.mil](mailto:sjon@us.med.navy.mil) using the SJON request form.
- c. The FY 01 Supplemental Financial Guidance contains a file named FY01\_CAD\_Direct.xls, which has rules regarding SJONs and the Cost Account Dictionary containing all valid Base JONs and their associated components. Table A of this file provides cost-type definitions. Cost types basically describe the commodity or purpose of the SJON.

The following examples provide illustration of the SJONs

1) Purchase JON set for CAC BBAA is:

BBAA1, BBAA2, BBAA3, BBAA5, BBAAT, BBAAU

2) Civilian Labor JON set for CAC 4BHA is:

BHAAA, BHAAAB, BHAAAC, BHAAAD, BHAAAE, BHAAAF  
BHAAAG, BHAAAH, BHAAAI, BHAAAJ, BHAAAK, BHAAAL  
BHAAAM, BHAAAN, BHAAAO, BHAAAP, BHAAAQ

3) Military Labor JON productive and Military Absence set for CAC 1810 is:

1810R, 1810S

- d. Use the CAD to determine the necessary elements to develop a Standard JON – Definitions of the fields can be found in the tab “CAD fields”.

## 2. Standard Financial Structure.

a. Financial Framework. Both FASTDATA and STARS-FL provide a mechanism for establishing a financial framework that allows a field activity to manage their funds in a way that closely resembles their organizational activity. Although similar in nature, these two systems use slightly different terminology to implement this capability. In general, the STARS-FL Cost Center (CC) and Sub-Cost Center (SCC) are seen in FASTDATA as the Site Code and Operating Target (OPTAR) Code. In the BUMED Cost Accounting Dictionary (CAD), these data elements are identified as Bsite and Opkey.

1) General. FASTDATA adds an additional layer of fund management capability to the concept of SITES (CC) and OPTARS (SCC) through the use of OPTAR AUTHORIZATIONS. Unlike traditional OPTAR management systems, FASTDATA supports the establishment and multiple fund targets beneath an OPTAR.

### 3. OPTAR AUTHORIZATIONS

a) Each of these targets, called an OPTAR AUTHORIZATION, can be separately funded and/or managed as a fenced target or target subject to a ceiling. The OPTAR AUTHORIZATION is the actual manner in which an OPTAR is provided funds. Because of this, all OPTARs must have at least one OPTAR Authorization!

b) OPTAR AUTHORIZATIONS are assigned a unique 6-digit identification number. To support current planned system interfaces, the OPTAR AUTHORIZATION ID must be constructed in the following manner: OPTAR CODE (2 digits), SITE CODE (2 digits), and AUTHORIZATION SERIAL (2 digits). The following example is provided as illustration:

Example: OPTAR AUTHORIZATION: PC0301

This OPTAR authorization is the first authorization for OPTAR  
PC under SITE 03.

c) IMPORTANT!!! Failure to establish OPTAR AUTHORIZATIONS using the standard construct will have severe consequences when future planned system interfaces become operational!

d) Multiple OPTAR AUTHORIZATIONS may be implemented for an OPTAR at the discretion of the EOB activity. For example, it is possible to establish separate authorizations for general expenses and for contract equipment maintenance if desired. Each authorization can be made subject to different fund management controls such as fences or ceilings providing an extremely high level of management control if desired.

### 4. SITE CODES.

a) SITE CODE. A SITE is a FASTDATA financial structure meant to provide a level of intermediate fund management capability to the organization. Sites are the general management structure underneath which Operating Targets (OPTARS) may be created for departmental and/or functional costs may be grouped. In general, BUMED has chosen to implement Sites as STARS-FL Cost Centers and OPTARS as STARS-FL Sub-Cost Centers. To meet both BUMED and local management capabilities, the BUMED standard financial structure uses SITES for three separate purposes:

1) Director level management. Activities holding an Expense Operating Budget (EOB) may establish multiple Sites to provide Directorate level fund management control. When used this way, the activity established the Site in the range of "01" through "19" (Codes 11-19 are only for use at the Medical Centers and Mission Specific Commands.)

2) Chargeable UIC (CUIC) management. Activities established as a CUIC are established as a single site and may contain multiple OPTARS. The specific Site code to be used for a CUIC is mandated in the REF2001 and field activities are not allowed to assign alternative Site codes. In general, MEPRS reporting CUICs will have a Site code that mimics their assigned 4<sup>th</sup> level MEPRS code; i.e., an activity assigned a 4<sup>th</sup> level MEPR code of "T" will have a Site of "TT". For CUICs that are non-MEPRS reporting entities, they have been assigned a standard Site code ranging from "41" through "49". Field activities funded as part of a CUIC cannot be a Site and must be carried as an OPTAR within the Site.

3) Special Sites. BUMED has designated several standard Sites to meet various planned system interface requirements. These standard Sites are readily identifiable because they have SITE CODES in the range from "60" to "90" and are mandatory to allow planned system interfaces to work as designed. The following standard SITES (Cost Centers) and their respective OPTARS (Sub-Cost Centers) have been established.

a) SITE 60 / OPTAR LF – Logistics Fund. The bulk obligation logistics fund. This site provides a single authorization for obligating and expensing bulk obligations for all activities under an EOB.

- This SITE/OPTAR is mandatory for all activities using the DMLSS system and will be required at all activities when the planned interfaces to additional procurement related systems (such as CITIDIRECT and SPS) are implemented.

- In general, only a single Log Fund is supported for an EOB and only a single job order number should be established within the OPTAR. Typically, this job order number should be a JON using CAC 4EE3.

b) SITE 70 / OPTAR ZP – Civilian Payroll. This Civilian Payroll SITE/OPTAR provides a centralized repository for all civilian payroll related job orders/costs for the core EOB facility and is required for future planned civilian payroll interfaces. In the default SJON build, OPTAR ZP has also been constructed underneath each CUIC SITE to provide them the ability to manage payroll beneath the level of the EOB if desired. Although FASTDATA does not currently provide for the download and reconciliation of payroll data, a planned interface will provide this data during mid-FY01.

1) The OPTAR ZPs for the CUIC SITES may be consolidated to SITE 70 if desired; however, civilian payroll job orders should not be constructed under any other OPTAR.

2) All OPTAR ZPs were constructed with the following default OPTAR authorizations to provide optimum management reporting capability:

- ZP7001 Direct Payroll
- ZP7002 FN Direct Hires
- ZP7003 Leave Management
- ZP7004 Fringe Management
- ZP7005 Comp Time Management
- ZP7006 Retroactive Pay
- ZP7007 Separation Costs
- ZP7008 Suspense Labor
- ZP7009 Cash Awards
- ZP7015 FN Indirect Hire (not required, may be managed as a general OPTAR; all associated costs are actually a contract or free receipt cost vice a payroll cost)

Note: The SITE CODE “70” in the OPTAR authorization should be substituted with the SITE CODE of the activity if separate civilian payroll OPTARs have been established for a CUIC.

c) SITE 90 / OPTAR ZL – Military Labor. This SITE/OPTAR combination is similar to the 70ZP for Civilian Payroll except that it is used to capture the statistical cost associated with military Labor at the Core EOB facility. Like the ZP OPTAR, the ZL OPTAR may also be established at the CUIC level to isolate military labor cost at that level if desired. Although FASTDATA does not currently support the entry or reporting of military labor, an interface has been planned for release during mid-FY01 that will provide this information as a download from STARS-FL. The default SJON build provides the following authorizations under the ZL OPTAR:

- ZL0901 Military Labor
- ZL9002 Military Absence

d) SITE 90 / OPTAR ZE – Depreciation. This SITE/OPTAR combination provides a central repository for miscellaneous statistical costs such as Depreciation. Similar to the ZL and ZP OPTARS, the ZE OPTAR may also be used for CUIC SITES to isolate costs for those activities. No actual funding

should be assigned to the OPTAR. Although FASTDATA does not currently support the reporting of statistical costs, this expanded capability is planned by mid-FY01.

e) SITE 90 / OPTAR ZW – Workload. This SITE/OPTAR combination provides a central repository for job order numbers dedicated to workload reporting and has been established to allow future download of workload information into FASTDATA to support management reporting requirements. Similar to the ZL, ZP and ZE OPTARS, the ZW OPTAR may also be established under a CUIC SITE to support management requirements at that level. The default SJON build constructs the ZW OPTAR with a single OPTAR AUTHORIZATION of ZW9001 – CHCS DATA. Although any number of additional authorizations may be constructed, no actual funding should ever be assigned to the OPTAR.

## **5. OPTAR Codes.**

As a part of the general standardization effort, BUMED has established a set of default standard OPTAR codes for virtually every function typically found within a medical or dental facility.

a) The standard OPTAR codes should be considered standard Financial Organization Codes. A complete list of the standard OPTAR codes may be found within the REF2001 reference workbook on the FORG2001 worksheet. This standard provides a mechanism for identifying and creating OPTARs for functions and workcenters required at multiple sites within the activity.

b) Special OPTAR Codes. In addition to the special OPTARS mentioned in section 2.b.2), the following special OPTAR Codes have been established to facilitate the movement of data between current and anticipated system interfaces:

1) Travel OPTARS. Special OPTAR Codes have been established to support the current and planned system interfaces to specific Travel systems. Currently, many activities use the ATOS-PLUS or Defense Orderwriter system. Current plans call for long-term migration of all Navy activities to use the Defense Travel System (DTS). To support the exchange of data between these systems, OPTARs associated with travel must be maintained as separate and distinct entities from other type of general operating costs.

- OPTAR TC – Travel, Continuing Education
- OPTAR TM – Travel, Mission
- OPTAR TT – Travel, Readiness
- OPTAR TX – Travel, Patient Movement

The default SJON Build provides OPTAR TC and TM beneath each SITE (CC) for the EOB except for SITES 60-90. Activities may consolidate these into a single TC and TM OPTAR for the activity at their discretion; however, failure to maintain at least one TC and TM OPTAR will cause the activity major problems when DTS is implemented.

## **6. DMLSS Interface.**

To support an interface between the DMLSS logistics system and FASTDATA, the following standard data elements have been established:

**A) Project Center.** The DMLSS Project Center is used to provide funding authority to DMLSS users and serves akin to the OPTAR authorization within FASTDATA. Because of this, the Project Center was established as the key data field for interfacing the two systems. FASTDATA will provide OPTAR Authorization information to DMLSS based on the Project Center and DMLSS will in return provide the amount of each OPTAR presently encumbered as obligations within the Logistics Fund. The following notes and information are pertinent at DMLSS sites.

1) FASTDATA establishes and passes authorizations to DMLSS at the OPTAR Authorization level. This means that all job orders numbers beneath that authorization share a common Project Center and a single default Customer ID.

2) Although similar to the FASTDATA Authorization, Project codes are slightly different in the order of the data elements used. While FASTDATA OPTAR Authorizations are constructed as OPTAR (SCC), Site (CC), and then the 2 digit serial; the DMLSS Project Center is constructed as Site (CC), OPTAR (SCC), and serial. The following example provides an illustration of this:

Site: 03 OPTAR: PC (Primary Care)  
First OPTAR Authorization: PC0301  
Related DMLSS Authorization: 03PC01

3) To enable the FASTDATA-DMLSS interface, the Project Center data field must be entered in the OPTAR Authorization screen. The Customer ID field is not required for the interface to work, but is provided for your use if desired.

**B) Customer ID.** The DMLSS Customer ID is based on a 4 digit MEPR code, however, this code is not used for actual MEPRS reporting and is only meant to provide an simple mechanism for identifying the appropriate customer catalogs associated with the function. The mixture of job order numbers with different MEPR Codes beneath a single Customer ID has no impact once the appropriate catalogs have been identified.

1) The default SJON builds for pre-existing DMLSS sites mapped the FY00 job order numbers to the FY01 Project Centers based on the existing Customer Ids. The default Customer Id contained in FASTDATA has no relation to the existing DMLSS table and may be cleared if desired. For new DMLSS sites, the default FASTDATA Customer Id has been included in the proposed table build and should be used whenever possible.